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COMMUNICATIONS COMMITTEE MEETING

MINUTES OF MEETING HELD: 15 November 2022, 2.30pm
VENUE: Council Chambers, Suite 3, 4 The Limes

Present:	Cllrs	A Farrant (Chair)	J Winter	P Batchelor	
Absent	Cllrs	P Jeater (present online)	M Marston (present online)	L Emmett	R Pittman
Also present		A Wood (Parish Clerk and RFO)	A Zakharyeva (Comms and Projects Clerk)		

- COM22/086** **Apologies for Absence – for noting but not approval**
Apologies were noted from Cllr Emmett.
- COM22/087** **Announcements and Declarations of Interest**
There were no declarations of interest presented.
- COM22/088** **Matters arising for report but not for resolution**
There were no matters arising for report but not for resolution.
- COM22/089** **Public Participation**
No members of the public wished to speak
- COM22/090** **To approve the minutes of the Communications Committee meeting held on 3 October 2022**
The minutes were approved and signed as an accurate record by Cllr Farrant.
- COM22/091** **To discuss upcoming website work website**
It was confirmed that the new Communications and Projects Clerk has full access to the website – all stories to be published there should be sent to her. The content for the front page was discussed, including stories on the Remembrance Day and the upcoming installation of the Christmas Tree on the Market Square. Cllr Batchelor suggested reaching out to local clubs & organisations and asking them to provide copy outlining their activity as currently their pages on the Parish Council's website only consist of contact names and details.
- COM22/092** **To discuss upcoming social media activity**
Social media activity was discussed and plans for the next few campaigns were made, including posts on the Artisan Market (with the note that the next one has already been scheduled for 29 April), Remembrance Day, Christmas Tree Installation, Warm Places. Cllrs Hart and Sankey are to attend the meeting with Horticultural Society on 16 Nov to discuss the future of the Summer Show – subject to this meeting, posts about the Summer Show also to be included in the social media plan. Cllr Farrant suggested there be a discussion soon about creating a social media activity schedule that would allow to plan posts in advance, which is expected to increase engagement.
- COM22/093** **To discuss the upcoming edition of the newsletter**
It was agreed that the Newsletter should be published under the title

"Winter 2022-2023" and in the existing format. Councillors will be approached for content to be sent to the Communications and Projects Clerk by Monday 21 Nov. The aim is to get the newsletter published before Christmas, however there are factors outside of the Parish Council's control, such as how busy the printing and distributing companies are at this time of year, that might delay the process and, ultimately, the time when the newsletter will actually reach residents.

COM22/094

To discuss the relationship with the BBC communications staff

Cllr Winter reported that contact has been made with Brentwood Borough Council Communications Department and the County Council Communications Department. The plans have been made to invite the staff from both Comms Departments to the Ingatestone and Fryerning Parish Council next year, possibly in January.

COM22/095

Items for inclusion in the next agenda

To discuss the future format of the newsletter.

COM22/096

Chair to close the meeting

The meeting closed at 3.05pm.

The next Communications Committee is on 12 December 2022, 7.30pm.

The meeting will be held at the Council Chambers, Suite 3, 4 The Limes.